

# State of Montana Fire Resource Information

## Land Office Contact Numbers:

Central Land Office	Deb Barela	406-458-3500
Eastern Land Office	Kellye Metzenberg	406-232-2034
Northeastern Land Office	Becky Shepard	406-538-7789
Northwestern Land Office	Susan Dowler	406-751-2245
Southern Land Office	Jan Wilkins	406-247-4409
Southwestern Land Office	Ben Super	406-542-4308

## Credit Card (PROCARD)

- Fuel may not be purchased with a state credit card, unless it is the only option you have left
- You cannot split a purchase between 2 or more procards in order to avoid exceeding the individual transaction limit
- The following items are not to be purchased with a state credit card....EVER!  
Alcohol      Tobacco      Personal purchases      Cash Advances
- If using the state credit card for purchasing a crew meal, the Restaurant Authorization Form must be completed by the engine/crew boss. Each person eating must be listed on the form. *This form must be turned in with the credit card and restaurant receipt.*
- All receipts must be turned in as soon as possible to the appropriate supervisor for reconciliation.
- Receipts must be signed by the purchaser and show the org number to be charged.

## Fuel Cards

- Employee ID's are individual and are not to be shared
- Enter the driver number (employee ID number) and the odometer reading at the pump. (At some Land Offices, instead of the odometer reading a fire org number is entered.)
- Receipts must show the following:
  - Org number to be charged
  - Signature
  - Vehicle plate number
  - Mileage, if requested by the Land Office

## Lodging

Lodging must be obtained at or below the government rate

- Standard government lodging rate in Montana = \$77.00  
High Cost Counties:
  - Gallatin = \$82.00 (June 1 – Aug 31 = \$110.00)
  - Silver Bow = \$89.00
  - Lewis & Clark = \$83.00
  - Missoula/Lake/Flathead = \$87.00 (July 1 – Aug 31 = \$110.00)
  - Richland/Dawson = \$96.00 (April 1 – May 31 = \$90.00)

### Meals

The DNRC travel policy guidelines apply to in-state and out-of-state travel. Fire meal rates are only available in-state and only for those actively working in a suppression role.

	In-State Travel Per Diem	In State Fire Meal Rates	Out-of-State Travel Per Diem
Breakfast	\$5.00	\$10.00	\$7.00
Lunch	\$6.00	\$11.00	\$11.00
Dinner	\$12.00	\$15.00	\$23.00

- During regular travel, in and out of state, meals are out of pocket. Use the Travel Expense Voucher for reimbursement.
- Fire Meals - If using the state credit card for purchasing a fire meal, the Restaurant Authorization Form must be completed by the engine/crew boss. Each person eating must be listed on the form. See form for guidelines. *This form must be turned in with the itemized restaurant receipt.*
- ***See the 300 Manual, Chapter 310 for guidance.***

### CTR's

- Document the hours you work and any additional information that Finance will need to know:
  - Reason for excess hours
  - Reason for no meal break
  - Signature of the supervisor on the fire....not the engine boss
  - Follow the 2:1 Work/Rest ratio. If you exceed, you must mitigate

### Shift Tickets

- Should be completed for both in and out of state assignments
- Always include beginning/ending mileage and the time/hours worked

### Baggage

Airline travel: you can be reimbursed for two checked bags. Save your receipts.

### Agency Driving Regulations

- "No driver will drive more than 10 hours (behind the wheel) within any duty day."
- "Multiple drivers in a single vehicle may drive up to the duty day limitation." Two drivers can travel for 16 hours if neither of them drives more than 10 hours.
- "A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift."
- Drivers must still adhere to work/rest even if they were not driving the entire time.